

OPERATING ENGINEER I

FUNCTION

Operating Engineer is responsible for the day-to-day maintenance and operation of the college heating and cooling system and all related equipment. In addition, the Operation Engineer is responsible for serving in the capacity of maintenance mechanic when supplemental staffing is needed.

SUPERVISION

General Supervision: Assistant Director of Facilities

Daily Supervision: Plant Forman

DUTIES AND RESPONSIBILITIES

- ◆ Perform the duties and responsibilities of an Operating Engineer:
 - Operate and maintain boiler room equipment.
 - Complete a physical tour of the campus to monitor all building equipment to ensure optimum operation.
 - Assist in maintaining clear and concise, written log reflecting all events during assigned shift.
 - Read log from all shifts since last duty.
 - Assist in performing emergency repair work as needed.
- ◆ Ensure that the boiler room and all equipment are maintained in a clean and orderly fashion at all times.
- ◆ Perform all duties in a safe careful manner in accordance with applicable safety codes and regulations.
- ◆ Follow established safety policies and procedures, including the use of all personal protective equipment necessary to perform duties safely.
- ◆ Respond to requests for emergency and routine facilities services, including maintenance and custodial services, during off-hours. Resolve complaints, if possible. Communicate problem to supervisor.

Operating Engineer, continued

- ◆ Consult with maintenance mechanics concerning any changes made to building HVAC systems; ensure that changes are noted in the log.
- ◆ Check college owned vehicles issued to Facilities; ensure that vehicles are clean, locked and park properly.
- ◆ Provide liaison between Facilities and various vendors to ensure procurement and delivery of Facilities supplies as requested. Arrange for pick up supplies when delivery is not feasible.
- ◆ Function as liaison between Facilities and appropriate vendor to ensure maintenance of HVAC systems.
- ◆ Provide maintenance mechanic backup support as needed.

Other duties as assigned by the Facilities Director or his designee.

QUALIFICATIONS

High School diploma or the equivalent and a Maryland First or Second Grade Stationary Engineer's license are required.

A minimum of one year of experience in electrical, plumbing, heating, cooling and general maintenance and repair is required.

Ability to work flexible hours and accept the Essential Employee designation.

Working knowledge of computerized building automated systems is strongly preferred.

Ability to deal tactfully and effectively with faculty, staff and the public.

◆ **ESSENTIAL JOB FUNCTIONS**

THIS POSITION HAS BEEN DESIGNATED AS ESSENTIAL EMPLOYEE BECAUSE OF ITS IMPORTANCE TO THE COLLEGE. THE EMPLOYEE IS REQUIRED TO WORK 52 WEEKS PER YEAR EXCEPT FOR EARNED ANNUAL AND SICK LEAVE.

THIS POSITION IS SUBJECT TO PAID OVERTIME.

Operating Engineer Posting Information

Recruitment Number	2011600585
Department	Plant Maintenance
Working Title:	Operating Engineer I
Job Title	Operating Engineer
Position Status	12 Month Regular
Position Summary	Responsible for the day-to-day maintenance and operation of the college heating and cooling system and all related equipment. Duties and responsibilities also include the following: operate and maintain boiler room equipment; complete physical tours of the campus to monitor all building equipment to ensure optimum operation; assist in maintaining clear and concise written logs reflecting all events during assigned shift; reading log from all shifts since last duty; and assist in performing emergency repair work as needed. In addition, the Operating Engineer is responsible for serving in the capacity of maintenance mechanic when supplemental staffing is needed. This position is designated as essential because of its importance to the college.
Salary range	\$27,813 - \$41,408
Required Qualifications:	High school diploma or GED required. Valid First or Second Grade Engineer's License required. A minimum of one year experience in electrical, plumbing, heating, cooling, general maintenance and repair required.
Preferred Qualifications:	Knowledge of computerized energy management systems strongly preferred.
Work Schedule:	3:00 PM - 11:00 PM shift, with flexibility to work other shifts as needed
Hours per Week:	40
Job Open Date	06-24-2011
Closing Date	08-05-2011
Special Instructions to Applicants	

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